

Position: Project Scheduler
Division: Program Management Office

The Project Scheduler will manage cost and schedule for projects and programs. Responsibilities include preparation of schedule and cost reports for projects and/or programs. Develop and issue bi-weekly cost reports, accruals, forecasting and scheduling updates. Meet bi-weekly with all project managers to receive project schedule and cost updates. Development and issuance of weekly/monthly reports and schedule updates, and develop and implement change management process.

Preferred candidate shall possess Bachelors degree in information management, engineering, construction management, mathematics, or computer science and must be highly experienced in cost and scheduling with Primavera P6 as well as have experience working in project management. Demonstrated experience is development of schedule analysis, cost estimating and cost control, budget development, and reporting and record/document control. Hands on experience in developing and updating schedules using Primavera P6, reporting using Crystal Reports, SharePoint, special customized reports, other database programs, web-based tools and complex Microsoft Excel spreadsheets. Candidate must be skilled in oral and written communication, with demonstrated ability to present project controls information to management and client and demonstrated skill in identifying, analyzing, and solving problems with experience in schedule analysis and near/critical path analysis. Candidate must be willing to work under short pressure and deadlines.

Resumes and related correspondence should be sent to the attention of:

Mr. Vincent A. Smith – Director of Capital Projects c/o Ms. Gwen White.

Electronic correspondence should be sent to:

gpwhite@nola.gov

Correspondence via U.S. Postal Service should be sent to:

City of New Orleans
Capital Projects Administration
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